

YELLOWSTONE COUNTY, MONTANA

EOE

POSITION ANNOUNCEMENT

*Yellowstone County encourages applications from diverse candidates
and candidates who support diversity.*

Date: **September 4, 2015**

Class Title: **Accountant** **Grade:** **G** **Salary:** **\$19.96 per hour**

Department: **Finance** **Hours:** **Monday – Friday, 8 am -5 pm***

*May be required to work some additional hours as needed.

Union Status: **Non-Union** **FLSA:** **Exempt**

ACCEPTING APPLICATIONS UNTIL 5:00 P.M. ON SEPTEMBER 18, 2015

FUNCTION:

Regular full-time position, which performs professional accounting work, which requires the understanding and application of formal accounting principles and practices to ensure financial record keeping and procedures meet acceptable standards. Entry level position assisting in all phases of Finance Department activities.

REQUIRED:

- Graduation from a college or university of recognized standing with a Bachelor's Degree in Accounting, or closely related field; or
- Any equivalent combination of education and experience totaling four (4) years.

DESIRED:

- Governmental accounting experience.

CHALLENGES TO THE POSITION:

- Assist in budgeting, year end closing, generating journal entries for transfers, account reconciliations, maintain fixed assets and other tasks;
- Conduct daily business functions such as preparation of reports; reconciliation of accounts receivable and payable; bank accounts; allocation of funds; and reporting of grants and fund balances;
- Drafts corresponding entries for budget amendments for grants;
- Develops reports for management;
- Assists in payroll reporting;
- May do special project work.

TO APPLY:

Submit by 5:00 pm on September 18, 2015:

- 1. County Application**
- 2. Resume**
- 3. Names, addresses and phone numbers of three employment-related references**

To: Human Resources, Room 106, Yellowstone County Courthouse, PO Box 35041, Billings, MT, 59107

Late, incomplete or unsigned applications will not be considered.

Download applications at www.co.yellowstone.mt.gov

Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705. **NOTE:** If this position becomes available within 90 days the same applicant pool may be considered.